## Admin Job Aid: Creating an Assignment Profile to Allow a Detailed Employee to View the Host Center Catalog.

Note: This can only be accomplished by an Administrator that has both "RA-1" and "View Other Center Learner" workflows

1. Sign into SATERN at https://satern.nasa.gov under the Administrator Login using the RA-1 Role
2. Look up the Learner's User Name and Domain through Learner Management>Learners>Search and record the Leaner's User Name and Domain for use later in this Job Aide. Repeat step 2 if there is more than one learner you are giving catalog access too.
3. Left mouse click on Learner Management

4. Left mouse click on Assignment Profile
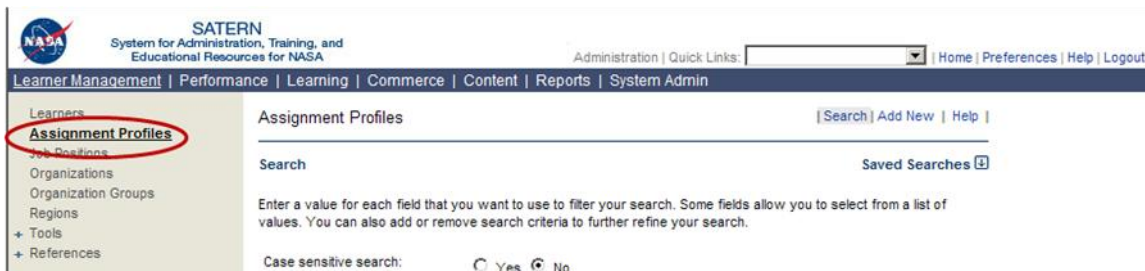
5. Left mouse click on Add New
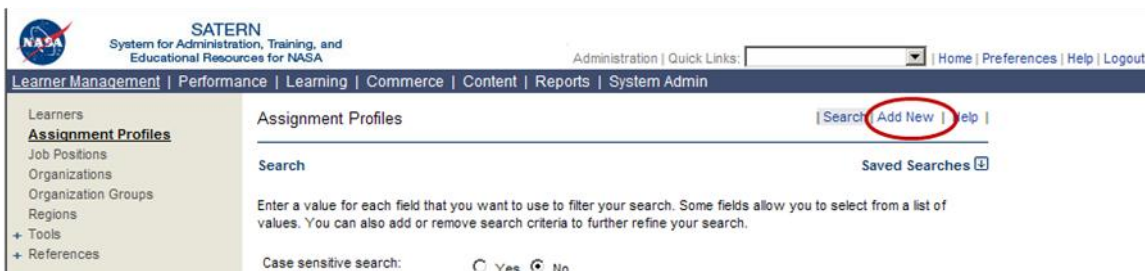
6. Complete fields Assignment Profile ID, Description, Domain and E-mail address and left mouse click on Add. **Note: Make sure you put this in your Center Domain.**

7. Left mouse click on the Attribute Tab

8. Enter "1" in the Group Field, Change Attribute Field to "User Name" from the drop down menu, leave Operator field as "Matches" and left mouse click on the Add button.

9. Left mouse click on the "Values" link.

10. Enter the user name in the "Value" that you recorded in Step 2 and left mouse click on the "Add" button. Repeat step as necessary if you are adding more than one learner.

11. Left mouse click on the Domains tab.

12. Enter the Domain in the "Domain ID" field that you recorded in step 2 and left mouse click on the "Add" button. Repeat step as necessary if you are adding more than one Domain.

13. Left mouse click on the "Catalogs" tab.

14. Left mouse click on the "add one or more from list" link. Note: If you already know the catalog ID, you can enter directly in the "Catalog ID" field and left mouse click on the "Add" button.

15. Enter your search criteria in the appropriate fields and left mouse click on the "Search" button.

16. Select the catalog you want the learner to have access to and left mouse click on the "Add" Button.

17. You have now completed all the necessary tabs to give a detailed employee access to your Center catalog. At the top of the Assignment Profile a status will be displayed. If status is "Propagation Required, left mouse click the "Propagate Assignment Profile" button and schedule the propagation. Note: Propagation can only be scheduled between the hours of 00:01 a.m. and 5:00 a.m., Monday through Friday or anytime Saturday or Sunday.

Additional Notes:

1. The Administrator will have to go in and manually remove the learner from attribute tab once access is no longer needed.
2. This does not affect the approval process. The learner is still assigned to their home organization and approvals will go through their Center's approval process if they register for a course.
3. Additional learners may be added to this profile anytime using the same steps above. After propagation, the catalog will not show up to the learner until the daily APM runs which is currently scheduled daily at 8:00 a.m. EST.